



RECRUITMENT NOTICE

STATE OF MISSISSIPPI

MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

1141 Bayview Avenue

Biloxi, MS 39530

(228) 374-5000

September 9, 2014

The Mississippi Department of Marine Resources is recruiting for the job title described below. **ALL** applications for this job title must be completed online to be found on the Mississippi State Personnel Board (www.mspb.ms.gov/) website's Job Seeker tab. For additional information call the Mississippi Department of Marine Resources' Human Resources Office at 228-374-5000. Resumes are **not** a substitution for completing a job application. The Mississippi Department of Marine Resources does not have the authority to fill this position above the below listed annual starting salary.

JOB TITLE:	Emergency Telecommunicator I
ANNUAL STARTING SALARY:	\$19,828.98 (Part-time salary)
OFFICE/POSITION NUMBER:	Marine Patrol Office/PIN 4002
LOCATION:	Harrison County/Biloxi, Mississippi
RECRUITMENT DATES:	September 9, 2014 – September 15, 2014

ESSENTIAL FUNCTIONS: This is entry level technical emergency telecommunications dispatch work. The duties include operating telephone, radio, and other telecommunications equipment; staying in regular radio contact with all public safety personnel; responding to the emergency and distress calls; dispatching public safety personnel/officers and/or requesting other public safety entities to dispatch additional public safety personnel to the scene, as needed; responding to inquiries by the public and other public safety agencies; interacting with city, county, state, and federal public safety personnel; and maintaining records of all dispatches. The work requires the exercise of independent judgment and discretion in decision making and knowledge of public safety procedures and protocol. The incumbent reports directly to an Emergency Telecommunicator Supervisor or other administrative superior from whom supervision and on-the-job training is received through regular reports and conferences. **ROTATING SHIFT WORK INCLUDING NIGHTS, DAYS, WEEKENDS, AND HOLIDAYS IS REQUIRED!**

This is a time-limited, part-time (39 hours per week) position contingent upon continuous funding.

Certification by the State of Mississippi as an Emergency Telecommunicator in accordance with Section 19-5-353, Mississippi Code Annotated, is required within twelve months of hire.

KNOWLEDGE, SKILLS AND ABILITIES: The ideal candidate should have thorough knowledge of the coastal waters of the Gulf of Mexico; skill in the operation of sophisticated radio communications systems; possess verbal and written communication skills; computer, and presentation skills; be able to appropriately interact with a wide variety of people, particularly in an emergency situation; have the ability to exercise considerable judgment and discretion; and, be able to manage multiple projects simultaneously.

EDUCATION & EXPERIENCE REQUIREMENTS: Graduate from a four-year high school or equivalent (GED).

The complete job description may be found at: www.mspsb.ms.gov/

The Mississippi Department of Marine Resources is an equal opportunity employer and will fill positions without regard to race, color, creed, religion, national origin, sex, age, disability, or political affiliation.